

VACANCY ANNOUNCEMENT

VA Palo Alto Health Care System

THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

Vacancy Annc No. 05-193(NM)		Opening Date 08/29/05		Closing Date 9/19/05		U.S. Citizenship Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)	
# Posns One	Position Title Social Worker	PD Number 4242O		Pay Plan, Series, Grade GS-185-12			
Service Social Work Service				Promotion Potential None		Salary Range \$68,530 - \$89,085 Per Annum	
Duty Station Palo Alto, CA				Tour of Duty Monday – Friday, 8:00am – 4:30pm			
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ ____ hrs/wk		Subject to Bargaining Unit <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		Subject to Supervisory Probationary Period <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)			
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE ____ <input type="checkbox"/> Term NTE ____		Subject to Drug Testing <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)		Physical or Medical Examination Required <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)			
Travel and/or relocation expenses <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.					
		Relocation bonus <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized		Recruitment bonus <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized			
Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY' <input checked="" type="checkbox"/> PUBLIC - All interested and qualified candidates. NOTES: Position(s) are in the Excepted Service and will be filled under Title 38 U.S.C. U.S. Citizenship is required. If applicable, non-citizens may be appointed when no qualified U.S. citizens are available in accordance with regulations issued by the Under Secretary of Health.							
Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951. Nenita Mazariego, Human Resources Specialist							
REASONABLE ACCOMMODATION							
This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.							
THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT							

DUTIES: Incumbent is responsible for on-site management, planning, operation and administrative coordination of the VAPAHCS Fisher House and Fisher House program, which is a multi-guest room/family comfort dwelling. Incumbent will provide quality customer services in providing Fisher House lodging services to veterans and their families in a safe, home-life environment. He/she also provides coverage for the Coordinator for the Hometel/Departure Lounge. The Hometel Coordinator is responsible for the day-to-day management and operational aspects of Hometel and the Discharge Lounge. Develops local policies, instructions and procedures for successful operation of the Fisher House, including referrals and day-to-day operations. Makes an independent psychosocial assessment of the guest, specifically to assess for high risk situations and in collaboration with OIF/OEF social work case managers, formulates a social treatment plan as necessary. Leads a weekly support group for the guests, which may include a separate support group for guests with special needs (such as young children), if appropriate. Provides case management to OIF/OEF veterans who return to treatment at VAPAHCS Polytrauma Center and stay at the Fisher House. Develops annual Fisher House budgets, including daily operations, maintenance and periodic refurbishment. Serves as liaison between clinical providers and veterans/families lodged at the Fisher House. Maintains effective working relationships with community organizations and promotes good relations between the VA and the community. Oversees staffing of the Fisher House, primarily with volunteers and students/trainees. Incumbent provides technical assistance to staff regarding the Fisher House and its management. Has direct responsibility for planning and directing Fisher House operations.

QUALIFICATION REQUIREMENTS: Basic Requirements: The basic requirements for employment as a VA social worker are prescribed by statute, Title 38 United States Code (U.S.C.) 7409(b)(9), as amended by section 205 of Public Law 106-419, November 1, 2000. All applicants for the position of social worker in VHA, to qualify, must: (a) Have a Master's degree in social work from a school of social work accredited by the Council on Social Work Education (b) Be licensed or certified at the Master's level to independently practice social work in a state.

Exception: VA may waive the licensure and/or certification requirement for persons who are otherwise qualified, pending completion of state prerequisites for examination. VA social workers who are not licensed at the time of appointment must be licensed or certified at the Master's level, within 3 years of their appointment as a social worker or 1 year from the day they meet the full requirements of the state for licensure or certification, whichever is longer. Those who fail to obtain

state licensure or certification within the required time frames must be removed from the General Schedule (GS)-185 social worker series. This may result in termination of employment.

EDUCATION AND EXPERIENCE REQUIREMENTS: GS-12: In addition to meeting all basic requirements, 1 year of professional social work experience equivalent to the next lower grade level (GS-11), under qualified social work supervision. This experience must have demonstrated broad knowledge of social work and superior skill and judgment in professional practice. The requirement for 1 year of experience in a clinical setting must also be met. **NON-QUALIFYING EXPERIENCE:** Clinical social work experience obtained prior to completion of the requirements of a Master's Degree in Social Work does not satisfy this requirement. **NOTE:** A clinical setting is a medical center, clinic (medical or psychiatric), a residential treatment center, or any other type of facility where social work participates in collaborative treatment and is identified with the medical profession.

VOLUNTEER EXPERIENCE: Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

APPLICANT'S PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly.

BASIS OF RATING: Your rating will be based on the quality of your experience as shown in your application and elements. Listed below are the knowledge, skills and abilities considered essential for successful performance in this position. These elements will be used to determine the highly qualified candidates to be referred to the selecting official. Provide, on a separate sheet of paper, a DETAILED description of your experience as related to the knowledge, skills and abilities listed below. Incomplete, vague, or contradictory information may affect your rating.

1. Knowledge of and skill in psychotherapy (group, individual, and family).
2. Knowledge of psychological evaluation.
3. Ability to establish and maintain effective relationships.
4. Ability to plan, organize and coordinate programs and activities relating to client treatment.
5. Skill in interviewing techniques.
6. Knowledge of social work theory and practices.

ADDITIONAL NOTES:

- ◇ **Funds Availability:** The position being filled is subject to the availability of funds.
- ◇ **Additional Vacancies:** This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ **U.S. Citizenship:** If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- ◇ **Update Of Qualifications:** VAPAHCS employees should ensure their official personnel folder (OPF) contains complete information about their qualifications for this position *by the closing date of this announcement*.
- ◇ **Promotion Potential:** If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ **Time-In-Grade Requirement:** Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ **English Language Proficiency:** If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ **TB Skin Screen Test:** All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ **Physical / Medical Standards:** If applicable, candidates will be required to pass a physical examination.
- ◇ **Drug Testing Position:** All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ **Direct Deposit / Electronic Funds Transfer:** It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

HOW TO APPLY:

Eligible Employees of VAPAHCS - Submit VA Form 5-4078, Application for Promotion or Reassignment, by the closing date of this announcement.

All others, submit:

1. VA Form 10-2850c – Application for Associated Health Occupations

2. OF-306 - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. Licensure - Be licensed or certified at the Master's level to independently practice social work in a state.
4. DD-214 - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
5. SF-15 - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
6. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
7. College Transcripts – You must submit a copy of transcripts.
8. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

APPLICATIONS SHOULD BE MAILED TO:

VA Palo Alto Health Care System
Human Resources Management Service (05A)
3801 Miranda Avenue
Palo Alto, CA 94304